

# Instructions for Preparing Matrices on Diskette

## United States Bankruptcy Court Northern District of Indiana

### Matrix Preparation

The Bankruptcy Court for the Northern District of Indiana will accept creditor matrices on a diskette **provided** you completely and accurately follow the guidelines contained in these instructions. To submit a matrix on a diskette you will need:

- # An IBM compatible personal computer with either DOS® or Windows®.
- # A 3 ½" high-density diskette.
- # A program that will produce ASCII text files such as a word processor or a text editor, or other programs with the capability of producing ASCII files. Examples of some of these programs include: WordPerfect, WordPerfect for Windows, Microsoft Word, Word for Windows, and the Windows Notepad. ASCII is **American Standard Code for Information Interchange** and is a standard format for representing characters. A text file is in ASCII format.
- # A verification of the matrix on paper. You must submit the verification on paper regardless of whether you file a matrix on paper or on a diskette.

### Creating the Matrix

- # You must type lists in a single column on the page.
- # Letters or characters cannot be closer than 1" from any edge of the page.
- # Each name and address must consist of no more than five lines. The last line of each address can **only** contain the city, state and zip code. Do not put the zip code on a separate line.
- # List creditor first names first, last names last, without titles (Mr., Mrs., Ms., etc.).
- # You must leave at least two blank lines between creditors.
- # Do not use more than forty characters on a line. Each line can contain up to forty characters, counting all letters, numbers, punctuation and spaces.
- # Use ALL CAPS. Do not use both Upper and Lowercase letters.
- # Do not use punctuation marks, such as commas, periods and colons, in the address.

- # Do not use the letter / as a substitute for the number **1**.
- # Do not use % as a substitute for **c/o**.
- # Do not use \ as a substitute for /.
- # Do not use +, use either **and** or the **&** symbol.
- # Do not use ~ as a substitute for -.
- # Do not use [ ] as a substitute for ( ).
- # Do not put any information on the matrix such as a heading, a date, lines, page numbers, etc.
- # Do not include the names of the debtor, joint debtors, attorney for debtor, U.S. Trustee or case trustees on the matrix.

An example of a properly prepared creditor address appears below:

XYZ COMPANY  
ATTN JOHN SMITH  
123 ELM STREET  
PO BOX 789  
ANYTOWN IN 12345-6789

### **Saving the Matrix to Diskette**

After typing the information as described herein, you must save it in ASCII text format on a diskette.

- # Save the file in ASCII format in a file called **matrix.txt**. You must not name this file anything other than **matrix.txt** or the clerk's office cannot process your matrix. Do not use the case number, debtor name or another file name!
- # Copy the file to a 3 1/2" high-density diskette. You must format this diskette using DOS version 2.1 or higher.
- # Attach a removable diskette label to the disk. Note the case name and file this diskette with the petition on the diskette label.

Include only ONE case on each diskette. Only one **matrix.txt** file can be processed from a single diskette.

If you have any questions about submitting a matrix on a diskette, please contact our Director of Technology at (574) 968-2240 and we will assist you.

James Bonini, Clerk  
United States Bankruptcy Court  
Northern District of Indiana